

CSA Workgroup Telecon Agenda

July 28, 2005

Roll Call: Win Battle is on vacation this week and will not be joining the telecon.

Background: Steve Kalabokes starts by explaining that during the last telecon we went through each of the systems and due dates were assigned for completing the initial phase of this task. He has received due dates for each member with one system still open, AF Tech Net. Steve has not been able to talk with Denise Dunlap's customer (she was out on a family emergency), but if she is amenable to Denise working on Tech Net, then Steve will notify her. Until then this system is open, but a closing date will be assigned to it.

- **Assignments**

- **Individual Work Activities:** These activities should be completed by March 20th at the latest to allow us to meet a target of May 19th (anticipated time frame for next CM Workshop) with all other required documentation.

Steve outlined the requisite steps in completing this task and asked the team if anything else needed to be considered. There was no additional input. The steps are as follows:

- a. Obtain data dictionary or SME information (need to determine data format and underlying database management software)
- b. Obtain access to the tool assigned
- c. Interface with tool to identify what data elements are available and develop a mini-guide on how to access the targeted system and the appropriate screen containing the data of interest.
- d. Identify the scope of system, i.e. standard systems only...standard and non-standard systems, ARTCCs only, TRACONs only, and targeted user, etc.
- e. Interface with system owner to detail any enhancements that may impact the database.

Steve then asked each individual to provide a date upon which it was anticipated that the work would be complete. The attached chart provides the dates established by each individual. Progress will be reported during each telecon.

The goal is to develop a set of IRDs with each targeted system providing useful information for the CSA and meeting the criteria outlined in the out-briefing given during the CM workshop in New Orleans. When all of the requirements documents and IRDs are complete, the information will be turned over to the Web CM program office for development in accordance with the direction provided via the AVA study. The Web CM will then determine how best to meet the requirement.

Attached below in the table is the set of data requirements agreed as being necessary for an effective CSA:

Item Configuration Identification	
Make	X
Model	X
FAA Type Number	X
Bar Code	X
Location identifier	X
Owner Service Unit (OPI, System owner)	X
Version Number (Software)	X
CI Description	X
CI Identifier	X
Serial Number	X
Contract Number	X
Acceptance Date (not installation date)	X
Commissioning Date	X
Inspection Date	X
Warranty Expiration Date	X
COTS	X
Maintenance Expiration Date	X
Maintenance Concept (CDLS, ICDLS, CMLS, ICMLS; organic)	X
Manufacturing Date	X
Outage Documentation (TechNet)	X
Actual Cost of Equipment	X
Actual Cost of Labor for Installation	X

Configuration Change	
Case File Number	X
NCP Number	X
Case File Origination Date	X
NCP Issuance Date	X
Title	X
Priority	X
Scope	X
CCD Adjudication Date	X
CCD Closure Date	X
Originator of CF	X
Originating Organization	X
<i>Withdrawal Date</i>	
Date Mod Installed	X
CCD Number	X
CCD Status	X
Estimated Cost	X
Actual Cost of Mod	X
Modkit Quantity	X
Date Audit Conducted	X
Date Audit Completed	X
Actions Open/Closed	X
Location of Audit	X
SSD Number	X
SSM Number	X
LEM Number	X
Configuration Documentation	
Document Number	X
Document Title	X
Revision Status	X
Revision Letter	X
Version Number	X
Type of Document	X
Revision Date	X
TI Manual(s)	X

Volunteer	System for Research	Steps Involved				
		Identify system scope	Obtain data dictionary or SME information	Obtain access to the tool assigned	Identify data elements available within tool and develop guide for access to same	Detail any enhancements that may impact the database
John Magruder	Harvest and LIS					12-29-05
Denise Dunlap	DOCCON					10-31-05
Win Battle	WebCM					3-28-06
Shobhana Kannan	NIMS					12-5-05
Steve Kalabokes	ProjectWise					11-15-05
Sriram Aravamudhan	RTP, AITS					11-15-05
Anka Ninemann	JAI					11-30-05
TBD	TechNet					TBD
Steven Kalabokes	FSEP					12-30-05
Anka Ninneman	FIAT					3-28-06

Steve wants to go through the list of systems and the person assigned to the system along with the closing dates on each. He wanted to verify that everyone received the two-page summary on what to do, how to proceed. He is also developing a checklist of things that need to be verified. He is consulting with Sriram but will send the checklist out tonight.

Steve went around to each individual to see where they are in the process. If they have made contact and have contact information.

John Magruder has made contact with LIS, is having discussions but has not gotten contact information with Harvest.

Steve would like for the group to put together a contact list of their systems to send out to the group. Steve wants to build a matrix showing who is in charge of what targeted system. Where they are in the life cycle, what the scope of the system is, who the customers are, what does it do, what information does the system manage. We will fill in the blanks until we get to the end.

Denise Dunlap has DOCCON, and she does have a point of contact and she has some of the information that she needs.

Win Battle is the point of contact for WebCM and the researcher. He will have to fill in the blanks when he returns. Shobhana Konnan, Steve and Sriram met with the NIMS customers. They got permission to go forward with the NIMS personal who will give them information regarding something that defines their data. NIMS is still under development and under MMS. Next week they will be meeting with the product team that is developing NIMS. They are hoping that we can coax a data dictionary out of them. Shobhana explains that she has another contact name for NIMS system. Paul Deavers, Branch Manager at the Technical Center in Atlantic City, NJ. He is willing to give all the information they need along with the help of his group. Steve met with Steve DeMarco who gave him information on trouble areas in MMS, what type of information is available. Steve felt like NIMS was looking for solutions to their problems but Steve explained they were there to gather information and to see how we could exploit them. Steve offered help, outline the issues, alternative solutions or potential solutions to solving the problems. We could make this part of the study, even though this is not our intent, it could be our intent if we want a good CSA system.

Steve Kalabokes is the point of contact on ProjectWise on the National level. He will add his information, he has a database schema, not a data dictionary. He is further along than normal because he is part of the ProjectWise effort.

Sriram Aravamudhan has RTP and AITS. The RTP contact is John Gellios, Sriram has a meeting with him on Monday. The AITS program manager is Rita Estrada-Cavallini who asked Sriram to get in touch with Paul Martindale, which he has. Sriram now has access to the AITS system.

Anka Ninemann has JAI. She went to the JAI training and the point of contact for the system is Craig Clark who she has talked to. In regards to user access you don't need user access to view the web site. You can receive a lot of information without ever logging in. If you want user access you need to have a user ID for each region to create a JAI. At this point she feels we don't need user access.

FIAT is dead in the water at this point. If we are able to revive it, it will be of interest but right now it is not. The point of contact is Denise Glass. Anka and Denise have not made contact with each other as of yet (Denise is part of the outsourcing group). Anka would also like to contact name of the developer of the system which she doesn't have yet either. Steve tells Anka the developers are at the Tech Center, with the development done in Cold Fusion. She does not have an official contact name yet for the FIAT.

Steve Kalabokes also has FSEP. He had a head start on this because of his involvement with the system. He has made two contacts, one is Nicole Payne and the other is Barbara Beckert. Barbara is the lead but Nicole is her back up. He does have the data dictionary in hand. The next step is for Steve to find out where they are in the life cycle. Is this something that will continue on or will it fall off. We want to target our resources where needed, where we know we will have reliable information in the future. We had some earlier meetings at Headquarters that looked into CSA requirements and this is how we arrived at a list for the workshop in Williamsburg, VA. It was paired down and additions were added on. One of the reasons Steve volunteered for FSEP was because he already knew his contacts.

Steve will be issuing a checklist, which will show how you might want to proceed. If we have missed anything, feel free to let him know and he will add it to the list. At the same time he will start developing a matrix, he will have it out by tomorrow (07/29/05) or Monday (08/01/05). These are things that he would like the group to fill in and send back. He will cut and paste to put all the information together in one document. We will start flushing out what is out there and how it will help in their requirements.

Steve asks for questions, with none he turned it over to Sriram who attended the Introduction to Interface Management course two weeks ago. Anka Ninemann was also there from the group. The course consisted of two half-day classes conducted by Mike McVeigh, Sr. Systems Engineer of (AFZ-120) ATO-P.

The course provided an introduction to Interface Management and defined what constitutes an interface requirements document and interface control document. The course covered the different interfaces and the interface requirements that go into these two documents. They studied the n-square model describing the relationship between the interfaces. They had a class assignment where they were divided into teams with specific roles and interfaces. The goal was to interact and understand the interfaces and resolve issues. There will be an advance course coming up next month where you go and actually write an interface document. Anka and Sriram will be involved with this course. There will be emails sent out with further information. Anka spoke with Mike

McVeigh and he would like this class to have a variety of students, some that have taken the basic interface course first and those that have had no contact with the subject. He feels both would be beneficial with their feedback of the course.

Steve states that Mike McVeigh is a very knowledgeable and experienced on writing interface requirement documents specifications. Unfortunately the course is not broadcasted through out the regions. You have to be physically in Headquarters to take the course. For those on the team that would like to take the course, Steve will check into funding for travel. Travel funding requirements have to be submitted by July 30, 05 because of budget requirements. Sriram explains that it is not a prerequisite to have had the first course before attending the second one. Sriram will try and scan the information from the course to send out to the group.

Steve explains that future telecons will be quick, going through the information, understanding it and reviewing any questions. The next telecon will be August 25, 2005 from 12:30 to 1:30 Eastern Daylight Saving Time. The phone number will be 405-954-6001. With no pass code being required.

If anyone has questions along the way of the task please call Steve at 202-267-7411, or Sriram at 202-646-55548. If anyone has trouble getting in contact with their system owner, please let Steve know and he will try and help.

ADJOURN: Steve thanked everyone for their attendance and with no more comments the telecon was adjourned.